

Flexi-home limited Uganda

<https://www.flexihomes.net/job/creative-studio-manager/>

Creative Studio Manager

Description

We are seeking a well-organized, highly motivated qualified, and passionate professional willing to share in our vision and join the team in the role of Creative Studio Manager.

Responsibilities

- Receiving incoming designed projects from the Design department for production drawings and the eventual statutory approvals.
- Liaising with the Design Manager at project scheduling, assessment of client's needs, and the eventual assigning of design assistants to projects.
- Continually liaising with handlers to understand and keep a good track of project needs.
- Liaising with the Accounts department to ensure that projects are paid up as per the company's structured payment plan before the commencement of particular project stages.
- Directly supervising technicians' (Architecture & Engineering) activities in preparation of production drawings and specification documents needed for a specific project.
- Quality control; responsible for quality management of all studio documents, technical and non-technical, to ensure they meet the required studio/company standards before they are sent out.
- Specifying and guiding the production team on project requirements at the production stage.
- Playing part in team building of studio staff. Designing team health and development schemes, and project training needs of studio staff, among other team building requirements.
- Monitoring and tracking project requirements and deadlines during the production stage. Creating and implementing monthly deadlines, project goals, expectations, and workflows to ensure a smooth production process with on-time delivery.
- File management, archiving, and backing up.
- Following and managing statutory approvals processes of projects.
- Reviewing daily resources and workload schedules to ascertain outsourcing needs.
- Managing studio communications and other engagements.
- Ensuring timely and proper channels of communication between the studio team and members of other departments.

Qualifications

- The minimum qualification is a bachelor's degree in any field. A post-graduate management qualification is an added advantage.
- Must be aware of all approval requirements from statutory authorities.
- Must exhibit good interpersonal skills and the ability to manage teams.
- Must exhibit good communication skills.
- Must have good leadership skills and decisiveness.
- Must be in a position to work and relate with other departments.

Contacts

If you believe you have the necessary skills and experience, please apply and send

Hiring organization

Flexi-Home Limited

Employment Type

Full-time

Job Location

Plot 15, Ntinda, Kampala, Central, Uganda

Date posted

September 14, 2022

Valid through

05.10.2022

a detailed CV, copies of academic and professional certificates/testimonials, postal address, names of three (3) referees, and daytime telephone contact to the Human Resource and Administration Manager not later than the 5th day of October 2022.

Please note that Applications received after the closing date will not be considered.

This advert is strictly for Flexihomes current employees.